

III-D Document File Reporting

The primary objective of the Document File is to provide detailed information for General Ledgers (GLs) that require document level support. These accounts include encumbrances, obligations, accounts payable, accounts receivable and advances. Accounting events are recorded on a document-by-document basis. For example, when a contract is issued, an encumbrance is recorded with a unique document number and a record is established in the Document File. Payment activity against this encumbrance is posted directly to the unique document number, which allows the document number balance to be tracked at all times. The same document-by-document recording of accounting events applies to all GLs with Document File support.

FILE INFORMATION

The Document File has financial fields to keep track of the original amount of the document, adjustments to increase or decrease the original amount, liquidations, and collections/payments. The Retention Amount financial field is not currently used.

The amount shown in liquidations and collections/payments will generally be the same for most GLs. However, for Encumbrances the amounts can differ. When an accounting event is posted that is greater than the available balance on an Encumbrance document, the Collections/payments financial field is posted with the transaction amount while the Liquidations financial field is posted with an amount equal to the calculated Available Balance for the encumbrance document.

All documents that are closed or have a zero balance (calculated as the sum of Original, Adjustments and Liquidations) are purged from the Document File 90 days after the close date in the document record. This occurs at the end of each calendar month unless the **S** Modifier has been used to save the document. The purged documents are shown on the CSB053-1 Report (no example is provided). When a document is established and liquidated (zero balance) in the same Fiscal Month, the document will not appear on PM reports, but will appear with a zero balance on CM reports. The document record is only displayed on reports for the Fiscal Month during which the activity occurred. When a Document is established and reversed in the same month, it is purged from the Document File immediately and does not appear on any of the document reports. When the PY report period option is entered, Document File reports do not include documents with zero balances.

The chart on the next page identifies the source of data and controlling factors that determine the control key for the Document File. Not all elements listed in the control key are used by each agency. Building the contra key depends on how an agency has established their table posting indicators, as shown on the chart.

Posting indicators are explained in Volume 2, Chapter IV, Table Maintenance Coding Procedures.

Detailed descriptions and illustrations of the Document File reports are displayed on the pages following the Document File key chart.

DOCUMENT FILE KEY

NAME	SOURCE	CONTROLLING FACTORS
Organization	Sign on/Security	Name/Password
Section	IC Table look-up	If Appropriation Symbol (AS) Table Appropriation Org Level indicator is 1
AS	Coded or PA look-up	None
FFY	Transaction	None
Program	PCA Table look-up	If AS Table Appropriation Program Level indicator is 1, 2, 3 or 4
Element	PCA Table look-up	If AS Table Appropriation Program Level indicator is 2, 3 or 4
Component	PCA Table look-up	If AS Table Appropriation Program Level indicator is 3 or 4
Task	PCA Table look-up	If AS Table Appropriation Program Level indicator is 4
Reference	AS Table look-up	None
Fund	Coded or PA look-up	None
Fund Source	Coded or PA look-up	None
Method	Coded or PA look-up	None
Fund Detail	Coded or PA look-up	If D23 Appropriation Control Indicator is 1
Character	AS Table look-up	None
Category	Transaction Object Detail look-up	If AS Table Appropriation Object Level indicator is 1, 2 or 3
Object	Transaction Object Detail look-up	If AS Table Appropriation Object Level indicator is 2 or 3
Object Detail	Transaction	If AS Table Appropriation Object Level indicator is 3
Enactment Year	AS Table look-up	None
Source	Transaction	None
General Ledger	TC Table look-up	None
Document Number	Transaction	None
Document Suffix	Transaction	None

There are other fields in an accounting transaction that have an impact on subsequent postings to a Document File record once it is established. The following indicators listed below should not be changed once the table record has been used to establish a Document File record:

- AS Table: Allotment Program Level Indicator;
- PCA Table: Allotment Program Level Indicator;
- IC Table: Allotment and General Ledger Organization Level Indicator;
- PC Table: Object Posting Level Indicator; General Ledger Posting Level Indicator; and Project Type; and,
- D23 Descriptor Table (Fund Detail): Allotment and Grant Project Fund Level Indicators.

EXHIBIT III-DB1

REPORT NAME:	SCO Reconciliation Report			REPORT NO:	CSTARDB1
PURPOSE:	Displays summarized appropriation amounts used in the monthly SCO/CALSTARS reconciliations.				
DESCRIPTION:	This report combines data from the Appropriation and Document Files by Enactment Year. It is used in conjunction with the HB4 Report for reconciling appropriation accounts with the SCO. It is supported by the D16 Report. The D16 Report lists documents that make up the totals that appear on the DB1 Report. See the DB2 Report for automated SCO reconciliations.				
REPORT REQUEST OPTIONS:					
Report Period:					
FM: CM, PM or PY					
P: Not Applicable					
Level of Detail:					
<u>Index (I)</u>		<u>Program (P)</u>		<u>Object/Source(O/S)</u>	
0-No Organization		Not Applicable		Not Applicable	
1-Section				Fund (F)	
				1-Fund	
				2-Fund Detail	
Fund Selection: Blank (all Funds) or any valid Fund, except Fund 0998.					
GLAN Selection: Used to select a specific Enactment Year, Blank (all Enactment Years) or any valid 4-digit Enactment Year					
Additional Report Selection Options: Not applicable					
Destination Options: All available output media					
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:					
Report Period FM: PM or PY					
Level of Detail: All options available					
Fund Selection: Blank only					
FINANCIAL ELEMENTS:					
Beginning Balance: The ending balance from the prior month's DB1. Normal balance is a Debit for Receivables; Credit for Payables.					
Net Monthly Activity: Activity occurring during the month for the General Ledger (GL) within the Appropriation Account. Balance may be either a Debit or a Credit.					
Ending Balance: Calculated as the sum of Beginning Balance and Net Monthly Activity. Normal balance is a Debit for Receivables; Credit for Payables.					
Balance for SCO Reconciliation: Ending Balance with the correct sign required for entry on the SCO/CALSTARS reconciliation forms. Usually the reverse sign of the Ending Balance.					

EXHIBIT III-DB1 (Continued)

REPORT NAME: SCO Reconciliation Report	REPORT NO: CSTARDB1
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SPECIAL NOTES:

Data is displayed in one of these GL Type classifications:

Receivables: Document File records with GLs 0001-1999;
Payables: Document File records with GLs 3000-6170;
Other: Document File records with GLs 2000-2999 and 6171-9999 and all Appropriation File records. GL 3010 debit balances will appear with the description "Reclass Accts Payable/Enc".

The report is organized by SCO Type in the same order as the SCO Agency Reconciliation Report: SCO Type R-Revenues first; then D-Disbursements (Expenditures), F-Reimbursements, F-Federal Funds, T-Operating Transfers and finally, D-Disbursements (Advances).

Document File records are included when they have an Appropriation Symbol, are not in Fund 0998 (ORF), and the GL is one of the following: 1190, 1311 through 1314, 1320, 1330, 1400, 1500, 1710, 1730, 1740, 1750, 3010, 3020, 3110, 3210, 3220, 3290, 3310, 6150 or 6170. Document File records in GLs 1400, 1500 and 3020 are not included when they do not have an Appropriation Symbol.

Document File records with a zero balance are excluded from the report.

Document File records with an AS Table Account Type of **CA** are identified as the "Clearing Account."

Document File records with a Source of **4nnnnn**, **58nnnn** or **9nnnnn** do not have Source displayed on the report.

Scheduled Reimbursements includes Appropriation File records with Account Type **90**, or any other Account Type (except **91** or **92**) that contains data in one of the Reimbursement Financial Fields. Miscellaneous Reimbursements have an Account Type of **92** and Unscheduled Reimbursements have an Account Type of **91**.

If the AS Table Account Type is **PR**, the Reference is followed with the FFY from the AS Table.

If the Reference is **980**, it is set to **000** for display on the report.

Account Type **CA** has Program set to **99**.

The following Appropriation File financial fields are shown as specific GLs on the report:

<u>GL</u>	<u>AP File Financial Field</u>
6297	Net Cost Allocation
6297	SCO PFA Posted
1110	Unremitted Abatement, Revenue & Reimbursement
1115	Intransit Abatement, Revenue & Reimbursement
6160	Monthly Allocated Encumbrances
6151	Annual Allocated Encumbrances

EXHIBIT III-DB3

REPORT NAME: SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3
<p>FINANCIAL ELEMENTS:</p> <p>The report is divided into three sections: Fund Level Accruals, Appropriation Adjustments and Accruals, and General Ledger Account Verification. Typically the Fund Level Accruals and the General Ledger Account Verification will each be a single page. The edits may show under Fund Level Accruals and/or Appropriation Adjustments and Accruals. Each page of the report has a Header and a Body of Report.</p> <p>SECTION 1:</p> <p>FUND LEVEL ACCRUALS:</p> <p>An example of the Fund Level Accruals section of the Automated SCO Year-end Report is displayed on page III-D-20.</p> <p>HEADER:</p> <p>SCO Account: This is the SCO account information used to consolidate and match fund level adjustments and accruals data to CALSTARS data for this report. The following SCO fields are displayed: ORG, FUND, SUB-FD.</p> <p>CALSTARS: This is the CALSTARS account information. The following CALSTARS fields are displayed: ORG, SEC, FUND, FD-DTL.</p> <p>BODY OF REPORT:</p> <p>Current Year Accruals: The balance of fund level accruals for current year (Year End Report 1 items) by GL Acct/ Subsidiary and GL Amount.</p> <p>Total Accruals Less Revolving Fund: The balance of fund level accruals and adjustments for current year less the balance of GL 1130 (ORF book balance). The balance must be \$0 to transmit fund data to SCO electronically.</p>	
<p>REPORT OF EDIT MESSAGES</p> <p>The Fund Level Accruals and Appropriation Adjustments and Accruals sections of the report may contain up to eleven edits under the Report of Edit Messages area (lower left). Most of the edits are fatal; one record containing an error(s) in a fund prevents the entire fund from being transmitted. The edit messages are:</p> <ul style="list-style-type: none"> Fund level accruals not balanced GL 1110 or GL 1130 has abnormal balance GL 1600 requires subsidiary Subsidiary does not contain a valid fund per D22 table Subsidiary not in D32 table General Ledger not in D31 table GL 6297 must be reclassified to GL 1400 or GL 3110 	

EXHIBIT III-DB3

REPORT NAME: SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3
SECTION 1 (Continued): FUND LEVEL ACCRUALS (Continued): SPECIAL NOTES: <p>A final reconciliation of document file subsidiaries to GL subsidiaries (D09 or D10 report to G02 or S01 report) must be done to ensure proper transmittal of data to SCO, particularly for GL 1400 documents.</p> <p>Each accrual and adjustment should have a unique Document Number. However, TC 174 (Reimbursement Accrual) must have a unique document number when the Subsidiary changes.</p> <p>Null reports are produced when there are no records to report (Blank, N, & T options). Pages with all \$0 amounts are produced when accruals or adjustments net to \$0 by GL and subsidiary.</p> <p>The automated year-end transaction codes (TC 750 – TC 760) may be posted the same day the electronic transmittal is requested (CALSTARS Menu F.2); however, it is not recommended.</p> <p>The automated year-end transaction codes (TC 750 – TC 760) may be posted the same day as the report is requested (A1 option).</p> <p>This report is only available at PY option and may not be available until approximately July 7.</p> <p>The following General Ledgers are displayed when the first 4 digits of the Subsidiary match the fund of the report: GL 1420 GL 3115</p> <p>The following General Ledgers are displayed when the first 4 digits of the Subsidiary do not match the fund of the report: GL 1410 GL 3114</p> <p>The following General Ledgers are displayed based on the lower level general ledgers from the first 4 digits of the subsidiary: GLs 1510, 1540, 1590 from TCs that post to GL 1500 GLs 1741, 1742, 1749 from TCs that post to GL 1740 GLs 2111, 2112, 2113, 2114, 2119 from TCs that post to GL 2110 GLs 2143, 2149 from TCs that post to GL 2140 GLs 3410, 3420 from TCs that post to GL 3400</p> <p>GL 3510 is hard coded from TCs that post to GL 3500.</p> <p>The following GL accounts do not display subsidiaries on the DB3 report: Contra accounts to 1600 that report subsidiary (e.g. 1319, 1315) at year-end. GL 1330 (even if attached to a loan liquidation 2110 or 2140) GL 1750 GL 2120</p> <p>Prepayments to ARF (subsidiary 0602) must be reported using automated year-end TC 750.</p>	

EXHIBIT III-DB3

REPORT NAME: SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3
SECTION 2 (Continued): APPROPRIATION ADJUSTMENTS AND ACCRUALS (Continued): BODY OF REPORT (Continued): <p>SCO Adjusted Balance: If properly reconciled, this balance should equal the Balance per CALSTARS.</p> <p>Budget/ Adjust/ Advance: Sum of the Budget/ Adjust/ Advance column.</p> <p>Receipt/ Disbursement: Sum of the Receipt/ Disbursement column.</p> <p>Balance: Sum of the Balance column.</p> <p>Balance Per CALSTARS: If properly reconciled, this balance should equal the SCO Adjusted Balance.</p> <p>Budget/ Adjust/ Advance: Appropriation and special account balances from the CALSTARS Appropriation file.</p> <p>Receipt/ Disbursement: Appropriation and special account balances from the CALSTARS Appropriation file.</p> <p>Balance: Appropriation and special account ending balances from the Appropriation files.</p> <p>Funded By Reimbursements:</p> <p>If auto year-end transactions (TCs 758, 759, 760) are posted for encumbrances funded by Reimbursements, the encumbrance amounts are listed by GL.</p> <p>Encumbrances:</p> <p>Receipt/Disbursement: The amount of Encumbrances/ Allocated Encumbrances is reported as budgetary expenditures/ Accounts Payables, GL 3010. If there are no encumbrances within the appropriation, no text or amounts are displayed.</p>	
REPORT OF EDIT MESSAGES <p>The Fund Level Accruals and Appropriation Adjustments and Accruals sections of the report may contain up to eleven edits under the Report of Edit Messages area (lower left). Most of the edits are fatal; one record containing an error(s) in a fund prevents the entire fund from being transmitted. The edit messages are:</p> <p>Subsidiary does not contain a valid fund per D22 table</p> <p>GL 1110 or GL 1130 has abnormal balance</p> <p>Encumbrances for GL/Subsid exceeds CY accruals for GL/Subsid</p> <p>Appropriation is over-expended</p> <p>Out of balance by \$_____ (Issued if SCO Adjusted Balance and Balance per CALSTARS are not equal.)</p>	

EXHIBIT III-DB3

REPORT NAME: SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3
<p>SECTION 2 (Continued):</p> <p>APPROPRIATION ADJUSTMENTS AND ACCRUALS (Continued):</p> <p>REPORT OF EDIT MESSAGES (Continued):</p> <p>Subsidiary not in D32 table</p> <p>General Ledger not in D31 table</p> <p>Has CALSTARS data; no SCO data found</p> <p>Has SCO data; no CALSTARS data found</p> <p>No SCO acct segment on AS table</p> <p>GL 1600 requires subsidiary</p> <p>GL 6297 must be reclassified to GL 140 or GL 3110</p> <p>Accruals not allowed in a reverting appropriation</p>	
<p>SPECIAL NOTES:</p> <p>This report is sorted by the SCO Account information. For CALSTARS data, the SCO Account information is derived from the SCO Account Segment in the AS Table. Appropriations or special accounts with no SCO Account Segment are located in the front of the report.</p> <p>Automated year-end (electronic transmittal) for appropriations or special accounts require completion of the CALSTARS SCO Account Segments in the AS table.</p> <p>Prior year revenue accounts may have the edit "out of balance by \$ ____". If there are no new accruals or adjustments on the accounts, the rest of the fund's records will transmit.</p> <p>One non-transmittable record in a fund prevents the entire fund from transmitting. When an account has edits and there are no accruals or adjustments, the fund's records may be transmitted.</p> <p>TC 535 (Cash on Hand) must be posted with a PCA or AS for auto year-end purposes.</p> <p>TC 530 (Cash On Hand) must be posted with AS for auto year-end purposes.</p> <p>Report 3 items recorded with automated year-end TC's 753/TC 754 for revenue accounts must have a Source code for auto year-end purposes.</p> <p>A final reconciliation of document file subsidiaries to GL subsidiaries (D09 or D10 report to G02 or S01 report) must be done to ensure proper transmittal of data to SCO, particularly for GL 1400 documents.</p> <p>Each accrual and adjustment should have a unique Document Number. However, TC 174 (Reimbursement Accrual) must have a unique document number when the Subsidiary changes.</p>	

EXHIBIT III-DB3

REPORT NAME: SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3
<p>SECTION 2 (Continued):</p> <p>APPROPRIATION ADJUSTMENTS AND ACCRUALS (Continued):</p> <p>SPECIAL NOTES (Continued):</p> <p>This report does not display nominal accounts such as GL 9000 Budgetary Expenditures.</p> <p>This report does not have C and Q (control) accounts. To monitor the status of a C or Q account, refer to the CSTARDB2 report.</p> <p>Null reports are produced when there are no records to report (blank, N, & T options); pages with all \$0 amounts are produced when there are accruals or adjustments that net to \$0 by GL and subsidiary.</p> <p>The automated year-end transaction codes (TC 750 – TC 760) may be posted the same day the electronic transmittal is requested (CALSTARS Menu F.2); however, it is not recommended.</p> <p>The automated year-end transaction codes (TC 750 – TC 760) may be posted the same day as the report is requested (A1 option).</p> <p>This report is only available at PY option and may not be available until approximately July 7.</p> <p>The following accounts are not subject to the “appropriation is overexpended” edit:</p> <p style="padding-left: 40px;">Categories 90, 91, 92, 96, 97, 98, 99</p> <p style="padding-left: 40px;">Program 99 – Clearing Account</p> <p style="padding-left: 40px;">Element 02 – Distributed Administration</p> <p style="padding-left: 40px;">Fixed expenditure accounts (appropriations without budgets)</p> <p>The following lower level GLs are derived based on the Subsidiary and displayed on the report with the subsidiary:</p> <p style="padding-left: 40px;">1410 (based on 1400) and 3114 (based on 3110)</p> <p>The following lower level GL accounts are derived based on the Subsidiary:</p> <p style="padding-left: 40px;">1420 (hard coded based on 1400), 1500 (for 1510, 1540, or 1590), 1740 (for 1741, 1742, or 1749), 2110 (for 2111 - 2119), 2140 (for 2143 or 2149), 3115 (hard coded based on 3110), 3400 (for 3410 or 3420), and 3500 (for 3510)</p> <p>Although some CALSTARS transactions require a subsidiary code, subsidiary codes are not displayed on the DB3 report for the following GL accounts:</p> <p style="padding-left: 40px;">Contra accounts to 1600 (e.g. 1319, 1315) that report subsidiary at year- end.</p> <p style="padding-left: 40px;">GL 1330 (even when attached to a loan liquidation 2110 or 2140)</p> <p style="padding-left: 40px;">GL 1750</p> <p style="padding-left: 40px;">GL 2120</p>	

EXHIBIT III-DB3

REPORT NAME: SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3																																																								
SECTION 2 (Continued): APPROPRIATION ADJUSTMENTS AND ACCRUALS (Continued): SPECIAL NOTES (Continued): <p style="margin-left: 40px;">The 0 preceding the GL subsidiary for GL 1600 (e.g. GL 1600.01319) is not displayed on the report, but is displayed on the electronic transmittal.</p> <p style="margin-left: 40px;">Auto year-end TC's 750 – 760 are not reversed in the new year.</p>																																																									
REPORT SORT: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">SCO DATA FIELD</th> <th style="width: 25%;">SELECTION OPTIONS</th> <th style="width: 25%;">PAGE-BREAK</th> <th style="width: 25%;">SUB-TOTAL</th> </tr> </thead> <tbody> <tr><td>Organization</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Section</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Fund</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Sub-fund/Fund Detail</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>ENY</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Reference</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Category</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Program</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Element</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Component</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Task</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Source</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Account Type</td><td>None</td><td>Yes</td><td>No</td></tr> </tbody> </table>		SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Organization	None	Yes	No	Section	None	Yes	No	Fund	None	Yes	No	Sub-fund/Fund Detail	None	Yes	No	ENY	None	Yes	No	Reference	None	Yes	No	Category	None	Yes	No	Program	None	Yes	No	Element	None	Yes	No	Component	None	Yes	No	Task	None	Yes	No	Source	None	Yes	No	Account Type	None	Yes	No
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Section	None	Yes	No																																																						
Fund	None	Yes	No																																																						
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Program	None	Yes	No																																																						
Element	None	Yes	No																																																						
Component	None	Yes	No																																																						
Task	None	Yes	No																																																						
Source	None	Yes	No																																																						
Account Type	None	Yes	No																																																						

EXHIBIT III-D02 (Continued)

CSTARD02 9990 (DEST: AA SPEC) PM, ,1,1,0,1, ,1712, ***** RUN:10/27/05 TIME:06.01
FISCAL MONTH: 03 SEPTEMBER 1(SEC) 1(DOC)***** 1(FUND)***** GL(1712)

DEPARTMENT OF AIR QUALITY
AGED REVOLVING FUND ADVANCES
AS OF 09/30/05

***** PAGE 1

SECT:
FUND: 0998 OFFICE REVOLVING FUND
FFY: 05
GL ACCT NO: 1712 TRAVEL ADVANCES

DOCUMENT NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME	CREATE - DATE -	DOCUMENT - DATE -	-AGED BALANCE-				
					0-30	31-60	61-90	91-120	OVER 120
420-2233-12	9999999999	JOHN A DOE	09/15/05	09/15/05	218.25	0.00	0.00	0.00	0.00
420-2233-13	9999999999	JOHN B DOE	09/15/05	09/15/05	229.32	0.00	0.00	0.00	0.00
420-2233-14	9999999999	JOHN C DOE	09/15/05	09/15/05	503.14	0.00	0.00	0.00	0.00
42018696-70	9999999999	JOHN D DOE	06/18/01	06/15/01	0.00	0.00	0.00	0.00	488.06
42022049-20	9999999999	JOHN E DOE	05/25/05	05/23/05	0.00	0.00	0.00	0.00	237.71
*TOTAL GL-ACCT 1712					950.71	0.00	0.00	0.00	725.77

EXHIBIT III-D03

REPORT NAME:	Accounts Receivable Aging Report	REPORT NO:	CSTARD03
PURPOSE:	Provides information to help monitor Accounts Receivable.		
DESCRIPTION:	The report selects Document File records for GLs 1311 through 1599. Documents with a balance are displayed on the report in one of five aging columns. This report can help agencies collect outstanding receivables.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM or PY P: Not Applicable			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
0-No Organization	0-All Records	0-GLAN	0-No Fund
1-Section	1-Project	1-No GLAN	1-Fund
	2-Work Phase		1-Fund Detail
			3-No Fund by Subsidiary
			4-Fund No Subsidiary
			5-Fund Detail No Subsidiary
Fund Selection: Blank (all Funds) or any valid Fund (except 0998)			
GLAN Selection: Blank (all GLs) or any valid GL from 1311 through 1599			
Additional Report Selection Options:			
Index Range:		Not Applicable.	
PCA Range:		Not Applicable.	
OBJ Range:		Not Applicable.	
FFY Selection:		Enter the FFY or leave blank for all FFYs.	
PRJ/WP Selection:		Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.	
Destination Options: All available output media			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM or PY			
Level of Detail: All options available			
Fund Selection: Blank only			
GLAN Selection: Blank only			
Additional Report Selection Options: All selections and ranges – Blank only			

EXHIBIT III-D03 (Continued)

REPORT NAME: Accounts Receivable Aging Report	REPORT NO: CSTARD03
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FINANCIAL ELEMENTS:

The outstanding balance for each receivable document is displayed in one of the following aging columns:

- 0-30 days;
- 31-60 days;
- 61-90 days;
- 91-120 days; or
- over 120 days (items over 365 days marked with '&' to the right of the column).

Document Balance: Calculated as the sum of Original, Adjustments and Liquidations. Normal balance is a Debit.

SPECIAL NOTES:

The aging is based upon a calculation of the number of days between the original accounting transaction Document Date (or Create Date if Document Date is not present) and the report "As Of Date". Document Date and Create Date are not displayed on the report.

Dollar amounts up to \$9999999,999.99 can be displayed in each column and in all 'Total' lines. However, note that some commas have been dropped to provide the necessary space.

The GL totals should reconcile to the G01 Report and agree with other document reports such as the Receivable Status Report (D04).

Vendor Number is displayed without Vendor Suffix.

If the requested Program level is 1 or 2, only documents with a Project are selected. (Project not blank.)

If the requested Fund level is 0, there is no sort or page break by Subsidiary.

Amounts in the "Over 120" column that are over one year old (365 days) are marked with an ampersand (&).

After the "Total Subsidiary" line, two additional Total lines display the dollar value in the "Over 120" column:

Total 120-365 Days
Total Over 365 Days

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	Yes
Project	Level of Detail: P	Yes	Yes
Fund	Level of Detail: F	Yes	Yes
General Ledger	None	Yes ¹	Yes ¹
Subsidiary	None	Yes	Yes
Vendor Number	None	No	No
Document Number	None	No	No
FFY	None	No	No

¹Except at Fund Level 0

EXHIBIT III-D03 (Continued)

CSTARD03 9990 (DEST: AA SPEC) PM, ,1,0,0,1,0001,1400,
FISCAL MONTH: 03 SEPTEMBER 1(SEC) 0(NOPRJ)***** 1(FUND) FUND(0001) GL(1400)
DEPARTMENT OF AIR QUALITY
ACCOUNTS RECEIVABLE AGING
AS OF 09/30/05

***** RUN:10/27/05 TIME:06.01

***** PAGE 1

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SECTION: 00
FUND: 0001 GENERAL FUND
GLAN: 1400 DUE FROM OTHER FUNDS OR APPROPRIATIONS
SUBSIDIARY:00010000 DUE FRM GEN FD
```

VENDOR NAME	VENDOR NUMBER	DOC-SFX	FY	SOURCE	AS	-----AGED BALANCE IN DAYS-----				
						0-30	31-60	61-90	91-120	OVER 120

SCO		POL2005--01	05	991913-28		7,000.00	0.00	0.00	0.00	0.00
DEPT OF CORREC		SPP20050-02	05	580200		5,000.00	0.00	0.00	0.00	0.00
CORRECTIONS		TR031111-48	03	991913-14		0.00	0.00	0.00	0.00	200.00
CORRECTIONS		T0302-10-18	03	991913-14		0.00	0.00	0.00	0.00	50.00
CORRECTIONS		T0304-11-96	03	991913-14		0.00	0.00	0.00	0.00	200.00
FORESTRY & FIR		T0308-10-37	03	991913-14		0.00	0.00	0.00	0.00	100.00
CORRECTIONS		T0308-11-88	03	991913-14		0.00	0.00	0.00	0.00	400.00
EDUCATION		T0309-10-22	03	991913-14		0.00	0.00	0.00	0.00	50.00
*TOTAL SUBSIDIARY						12,000.00	0.00	0.00	0.00	1,000.00
TOTAL 120-365 DAYS										1,000.00
TOTAL OVER 365 DAYS										0.00
*TOTAL GENERAL LEDGER 1400						12,000.00	0.00	0.00	0.00	1,000.00

EXHIBIT III-D16 (Continued)

REPORT NAME:	Document Report for SCO Reconciliation	REPORT NO:	CSTARD16
PURPOSE:	Provides a detail listing of documents that support the DB1 Report. The DB1 Report is used to perform the SCO/CALSTARS monthly reconciliation. See also D06 Report.		
DESCRIPTION:	Lists individual Document File records that are summarized on the DB1 Report.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM or PY			
P: Not Applicable			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
0-No Organization	Not Applicable	Not Applicable	1-Fund
1-Section			2-Fund Detail
Fund Selection: Blank (all Funds) or any valid Fund			
GLAN Selection: Blank (all GLs) or any valid GL			
Additional Report Selection Options:			
Index Range:	Enter the Index or range of Indexes. Leave blank for all Indexes.		
PCA Range:	Enter the PCA or range of PCAs. Leave blank for all PCAs.		
OBJ Range:	Enter the Object Detail or range of Object Details. Leave blank for all Object Details.		
FFY Selection:	Enter the FFY or leave blank for all FFYs.		
PRJ/WP Selection:	Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.		
Destination Options: All available output media			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM or PY			
Level of Detail: All options available			
Fund Selection: Blank only			
GLAN Selection: Blank only			
Additional Report Selection Options: All selections and ranges – Blank only			

EXHIBIT III-D16 (Continued)

REPORT NAME: Document Report for SCO Reconciliation	REPORT NO: CSTARD16
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FINANCIAL ELEMENTS:

Original Document: The amount established by the original accounting transaction. Normal balance is a Debit for Receivables and a Credit for Payables.

Adjustments: Net of subsequent adjustment entries to increase or decrease the original document. The balance may be either a Debit or a Credit.

Liquidations: The amount of liquidations made against the document. Normal balance is a Credit for Receivables and a Debit for Payables.

Payments: The amount of collections/payments made against the document. Normal balance is a Credit for Receivables and a Debit for Payables.

Balance: Calculated as the sum of Original Document, Adjustments and Liquidations. Normal balance is a Debit for Receivables and a Credit for Payables.

SPECIAL NOTES:

The report includes Document records for General Ledgers 1190, 1311 through 1315, 1319, 1330, 1340, 1380, 1400, 1500, 1710, 1730, 1740, 1750, 3010, 3020, 3040, 3110, 3210, 3220, 3290, 3730, 6150, and 6170. Document records are listed on this report for the specified General Ledgers ONLY when the document has an Appropriation Symbol.

Refer to the DB1 table for an explanation of system assigned SCO Type values and Document File record selection criteria.

When Reference is **980**, the report shows **000**.

When Account Type is **PR**, the Reference is followed by the FFY. When Account Type is **CA**, the report uses **99** for the program and "Clearing Account" as the program title.

Obligations are not shown on a PY report.

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
ENY	None	Yes	No
Reference	None	Yes	No
SCO Type	None	Yes	No
Account Type	None	Yes	No
Program/Category/ Source	None	Yes	No
General Ledger	None	Yes	Yes
Document Number	None	No	No